

PPMR CONSTRUCTION CONTRACT CHECK LIST	
Contract No.	Negotiated/Sealed Bid:
Contractor Name:	Contract Options:
Dollar Value:	Contract Type:
Award Date:	Contracting Officer:

ITEM	YES	NO	N/A
<u>Contract Folder</u>			
1. Labeling (and contract numbering)			
2. Contacts (Address/Phone)			
3. File Folder Format in use			
4. Check list in place			
PRE-SOLICITATION DOCUMENTATION--CONSTRUCTION	YES	NO	N/A
1. Funding document (AD-700)(FAR 1.602-2)			
2. Accounting Code			
3. Budget Object Code			
4. Authorized Signature			
5. SOW/Specs/Drawings			
6. Cost Estimate/Independent Gov't Estimate (FAR 36.203, P&P 242.4)			

Comments:

PPMR CONSTRUCTION CONTRACT CHECK LIST (continued)			
PRE-SOLICITATION PHASE	YES	NO	N/A
1. Statutory Cost Limitation (FAR 36.205, AGAR 436.203, P&P 242.2)			
2. Evidence of Market Research (FAR 10)			
3. JOFOC (FAR 6.3, AGAR 406.3, PM 6-03)			
4. Determination of SIC CODE and PSC (FAR 19)			
5. OSDBU Clearance (AGAR 419.201, DR 5090-1)			
6. SBCDP/Determination of Set-aside (FAR 19.10)			
7. 8(a) Offering Letter/Procedures (FAR 19.8, AGAR Advisory 21 & 22)			
8. Use of Options (FAR 17.205)			
9. Additive/Deductive Bid Items (AGAR 436.205)			
10. Sealed Bidding/Competitive Proposals (FAR 6.401)			
11. Davis Bacon Wage Rate Determination (FAR 22.403)			
12. Bonds and Insurance (FAR 28)			
13. GFE/GFP (FAR 45)			
14. Liquidated Damages (FAR 36.206)			
15. Availability of Solicitation (Fees) (FAR 5.102)			
16. Determination of Contract Type (FAR 16)			
17. Telegraphic Bids (FAR 14.202)			
18. Project Orientation (P&P 242.4) (FD Only)			
19. Contract Review Board (HQ Only)			
20. OGC/Legal Review (DR 5000-4)			
Comments: 			

PPMR
CONSTRUCTION CONTRACT CHECK LIST (continued)

SOLICITATION PHASE - CONSTRUCTION	YES	NO	N/A
1. Procurement Plan (FAR 7.103/P&P 242.4)			
2. Estimated Price Range (FAR 36.204)			
3. Presolicitation Notice (>\$100K) (SF-1417)(FAR 36.213, AGAR 436.213)			
4. Presolicitation Notice - CBD (>\$100K) (FAR 5.204)			
5. Solicitation Notice - CBD (FAR 5.201)			
6. Bidders List (FAR 14.205 and 15.403)			
7. Final Review of Solicitation (FAR 14.202-6)			
8. Solicitation (Far 5.203 & 14.202-1) Issued: Opened: No. of days:			
9. Amendments (FAR 14.208/15.206)			
10. Pre-Bid/Pre-Proposal Conference (FAR 14.207/ 15.409/36.212)			
11.Source Selection Panel Designation & Instructions (FAR 15.3)			
12.Source Selection Plan (FAR 15.3)			

Comments:

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CONSTRUCTION CONTRACT CHECK LIST (continued)

AWARD PHASE - CONSTRUCTION	YES	NO	N/A
1. Contract Award (FAR 14.408) Fully Exec: w/in authority:			
2. Notice of Award (FAR 36.213)			
3. OFCCP Notification (FAR 22.804)			
4. CBD award notice (FAR 5.303)			
5. SF-279 (AGAR 404.601)			
6. Unsuccessful Offerors Notification (FAR 14.409/15.503)			
7. Debriefing (FAR 15.505/6)			
8. COR Designation (FAR 42.3)			
9. Performance a/o Payment Bonds Received (FAR 28.1, Treasury List of Acceptable Sureties)			
10. Insurance Certification Received (FAR 28.3)			
11. Schedule of Work/Values (FAR 36.515)			
12. Notice to Proceed (FAR 36.213)			
13. Furnish EEO Posters w/Award Notice(FAR 22.805)			
14. Pre-Construction Orientation (FAR 36.212)			
15. Partnering (P&P 242.4) (FD Only)			
16. QA/QC Meeting (P&P 242.4) (FD Only)			

Comments:

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CONSTRUCTION CONTRACT CHECK LIST (continued)

CONTRACT ADMINISTRATION - CONSTRUCTION	YES	NO	N/A
1. DOL Compliance Checks (FAR 22.406-7)			
2. Certified Payrolls submitted timely (FAR 22-406-7)			
3. Payrolls Reviewed for DOL Compliance (FAR 22-406-7)			
4. Interviews of Contractor Employees (FAR 22.406-7)			
5. Onsite inspections (FAR 22.406-7)			
6. Maintenance of GFE/GFP (FAR 45)			
7. Performance/Inspection Reports (COR)			
8. Progress Reports			
9. Progress Meetings			
10. Subcontracting Reports (FAR 19.7)			
11. Followup Partnering (P&P 242.4) (FD Only)			
12. Ceremonial Activities (P&P 242.4)			
13. Completion Date Monitored or Extended (see MODS)			
14. Suspensions/Delays (FAR 42.13)			
15. Terminations (FAR 49)			

Comments:

PPMR
CONSTRUCTION CONTRACT CHECK LIST (continued)

MODIFICATIONS - CONSTRUCTION	YES	NO	N/A
1. Funding document (AD-700) (FAR43.105)			
2. Accounting Code			
3. Budget Object Code			
4. Authorized Signature			
5. SOW/Specs/Drawings			
6. Cost Estimate			
7. Program Documentation			
9. Novation Agreement/Name Change (FAR 42.12)			
8. Change Order Proposal (FAR 33)			
9. Value Engineering Proposal (FAR 48)			
10. Technical Evaluation			
11. Cost/Price evaluation			
12. Negotiation Summary			
13. Modifications (and back up documentation) (FAR 43) within scope: authorizing clause A-E Error/omission Outside scope: JOFOC			
14. Time Adjustment Excusable Delay Consideration to Govt.			
15. SF-279 (AGAR 404.601)			
16. Deny Change Order Proposal/Equitable Adjustment Reasons/clause (reference Disputes Act) (FAR 33.2)			

Comments:

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CONSTRUCTION CONTRACT CHECK LIST (continued)

FINANCIAL MATTERS - CONSTRUCTION			
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Invoices and Payments (FAR 32.1)	YES	NO	N/A
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YES

NO

N/A

1. Contractor Certification			
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2. Release from Claims			
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3. Progress Payments			
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4. PCAMPS			
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5. Invoice/Payment for Materials stored off site (FAR 52.232-5)			
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6. Invoice/Payment Amount iaw Schedule of Progress/Values			
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7. Invoice/Payment Log with Accounting information			
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8. Invoice Processing Time iaw Prompt Payment (FAR 32.9)			
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9. COR Approval on Invoice			
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10. EFT (FAR 32.1)			
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11. Assignment of Claims (FAR 32.8)			
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Comments:

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CONSTRUCTION CONTRACT CHECK LIST (continued)

CLOSE OUT - CONSTRUCTION (FAR 4.804)	YES	NO	N/A
1. Commissioning (P&P 242.4)			
2. Final inspection request and data			
3. Final Inspection schedule			
4. Punchlist			
5. Evidence of Completion/Certification			
6. Use and Possession prior to Completion (FAR 36.511/P&P242.4)			
7. Acceptance			
8. Turnover (P&P 242.4)			
9. Warranty			
10. Final Payment (Release from Claims) (FAR 52.232-5)			
11. Resolution of Disputes (COFC or ADR)			
12. Liquidated Damages Assessed			
13. Performance Evaluation Report (FAR 36)			
14. Contract Review Board			
15. Memorandum to Budget/Finance			
16. COR Check list			
17. Contracting Officer's Closing Memorandum			
18. Records Center Transfer			

Comments:

PPMR CONSTRUCTION CONTRACT CHECK LIST (continued)			
SIMPLIFIED ACQUISITIONS - CONSTRUCTION	YES	NO	N/A
1. AD-700/Accounting Code/Authorized Signature			
2. Method of Procurement			
3. Mandatory Source of Supply (FAR Part 8)			
4. Set-aside (FAR 13.105)			
5. Preference Program Type			
6. CBD (Min. Publicizing time (10 Days - FAR 5.203) Over \$25,000			
7. Solicitation/SOW/Drawings			
8. Amendments			
9. Cancellations (FAR 13.302-4)			
10. Abstract of Quotes			
11. Price Analysis			
12. Determination of Responsibility			
13. Delivery Order/Purchase Order			
14. Confirming Order (Documentation in File)			
15. SF-279			
16. Post-Award Documentation: Award Notice: Notice to Proceed: Insurance Cert: Schedule of Work/Values: Unsuccessful Offeror Notification: CBD Award Notice (>\$25,000): COR Designation:			
17. Payroll Reviews/Compliance			
18. Invoicing/Payment & Record/Log			
Comments: 			

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CONSTRUCTION CONTRACT CHECK LIST (continued)

General Comments